



<b>ACCURACY OF SITE APPLICATION</b>	<b>YES</b>	<b>NO</b>
1. Is the name of the site supervisor accurate? <i>The site supervisor is the individual on site for the duration of meal service who has been trained and is responsible for the overall SFSP operation at the site.</i>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is the site operating according to the approved site type?	<input type="checkbox"/>	<input type="checkbox"/>
3. Is there documentation of children's income eligibility, if applicable?	<input type="checkbox"/>	<input type="checkbox"/>
4. Are the operational start and end dates correct?	<input type="checkbox"/>	<input type="checkbox"/>
5. Are meals served at the time approved by ISBE?	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the site approved for the meal types currently being served?	<input type="checkbox"/>	<input type="checkbox"/>
7. Is the site HDP accurate?	<input type="checkbox"/>	<input type="checkbox"/>
8. Does the site have field trips to report?	<input type="checkbox"/>	<input type="checkbox"/>

<b>AREAS FOR DISCUSSION</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>NOTES AND OBSERVATIONS</b>
1. Has the site supervisor completed SFSP and Civil Rights training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Has at least one person in attendance at the site today completed SFSP and Civil Rights training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Is there adequate staffing to handle meal distribution and taking the point of service meal count?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Is there an "And Justice for All" poster, provided by the sponsor, on display in a prominent place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Does the site make accommodations for special dietary needs and have the appropriate information from the sponsor available that describes the modifications required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. If required, is there a restaurant license and health inspection report available for review?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Are all records required by the sponsor, such as daily meal count forms and inventory and delivery slips, maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Are Production Records, Child Nutrition Labels, Product Formulation Statements, and/or Standardized Recipes available for required items?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

9. Do meals meet the meal pattern requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Did all children receive a reimbursable meal within the approved meal service time?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Is food stored, prepared, and served in a safe and sanitary manner prior to and during the meal distribution period?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Are leftover meals/items stored and/or discarded per the sponsor's policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Is each meal served as a unit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Are accurate counts taken of meals served at the point of service?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. If served, are meal counts for Program and Non-Program Adults recorded correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. If served, is payment received for Non-Program adult meals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Is the site supervisor following procedures established to make meal order adjustments?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. Are meals being counted and signed for upon delivery?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Are there any problems with delivery?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20. Are all meals served and consumed on-site at all <b>congregate</b> meal services? <i>(Note if sponsor allows fruits, vegetables, or grain to be taken from site.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21. Are <b>congregate</b> meals served as second meals excessive?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

AREAS FOR DISCUSSION – NON-CONGREGATE SITES ONLY	YES	NO	N/A	NOTES AND OBSERVATIONS
1. Is there adequate packaging for distributing offsite meals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Are meals distributed based on the approved application, including meal distribution methods, times, numbers of meals, etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. For the <b>Home Delivery Model</b> , Has parental consent been obtained for each household on the route?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. For the <b>Home Delivery Model</b> , Has the number of children living in the household been confirmed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

5. For the <b>Home Delivery Model</b> , Are meals left only at households in which there is a person available to accept the meals? This is required unless all the required components are shelf-stable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. For the <b>Home Delivery Model</b> , Do the parent consent forms contain the complete Non-Discrimination Statement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. For the <b>Home Delivery Model</b> , Is each house verified to be in a rural area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. For the <b>Pick-up Model</b> , If parents/guardians are allowed to pick up meals on behalf of children in their household, has the number of children in the household has been verified by the sponsor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. For the <b>Pick-up Model</b> , If parents/guardians are allowed to pick up meals on behalf of children in their household, does the site only distribute meals to the parent/guardian?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. If distributing bulk meals or multi-day meal packages, do packages include a menu with portion sizes and preparation directions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Is the site following procedures to ensure duplicate meals are not distributed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Is the Non-Discrimination Statement provided with each meal or is the "And Justice for All" poster prominently displayed on the delivery vehicle?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. If operating as a conditional non-congregate site, does the site only provide meals to children who are eligible for free and reduced-price meals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. If operating both congregate and non-congregate meal service at the same time, is the site ensuring that the two different services occur at different times and that the days and times of intended meal consumption do not overlap between the two services?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**List all problems noted and corrective actions taken to eliminate the problems:**

I certify the above information is correct.

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*Digital or Original Signature from*  
 MONITOR

\_\_\_\_\_  
 DATE

\_\_\_\_\_  
*Digital or Original Signature from*  
 SITE SUPERVISOR

\_\_\_\_\_  
 DATE